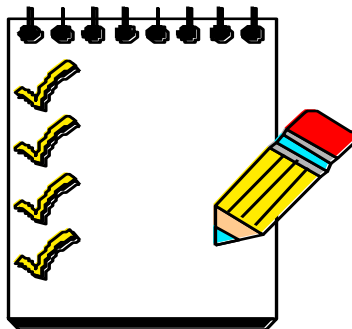
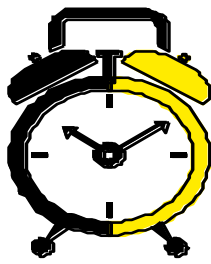


MAINTENANCE

Caseload Management

Client History Screens



MA -02

- Caseload List is accessible from any screen in CAPS by pressing the F4 key
 - Only the worker and their supervisor will be able to view the CSLL (Caseload List)
- Selecting a client will take the worker to the CLID (Client Detail) screen
 - The selected client's information will be carried from screen to screen until another CAPS ID is entered in the header
- Selecting a report will take the worker to the RRD1 (Report/Request Intake Detail 1) screen
- Alerts will be a handy tool for managing the needs of a case
 - Check your ALER screen frequently

ALER - Alerts

```
CAFSALER                ALERTS                05/28/2008    15:32
USER ID : C74142SW                PAGE NO: 19    MORE

SEL - TO SELECT, ENTER S=SELECT, M=MODIFY, D=DELETE (USER ONLY) OR A=ADD ---
  CODE:          ID#:          TYPE:          DELETABLE:
  DUE DATE:          ACTIVE DATE:          SCREEN:          ALERT TEXT:

-----
DSPLY ALRT TYP(C,P,R,W):          ID#:          VIEW ALRTS FOR USER: C74142SW
TO SELECT, ENTER S=SELECT, D=DELETE (USER ONLY) OR I=INQUIRE

SEL  CODE    DATE    TYP    ID #    NAME
-   W01007  01/15/08  C 00001347  SECURITY, JANE
      WORKER C82123  HAS ACCESSED SECURED CLIENT      1347
-   S02005  01/03/08  C 00001440  WILSON, MARLENE
      FCRC DUE 01/03/2008
-   S05001  01/03/08  C 00001433  HENNINGSON, BRYSON
      CHILD SUPPORT REFERRAL MUST BE DONE BY 04/02/2008
-   C01011  01/02/08  C 00001002  HOLLING, KYLE F
      IV-E FINDINGS ARE DUE FOR CAPS ID 00001002 ON 03/02/2008.
-   S02015  01/01/08  C 00001306  IVE, NAOMI
      ANNUAL HOME VISIT DUE NO LATER THAN 01/01/2008

                                           PATH: █
```

- The alert screen displays messages that have been created by the system or by the worker, pertaining to the workers cases
 - To view the entire alert, select it with an “I” to display at the top half of the screen
- Alerts are triggered by events, due dates and errors. Examples of alerts are:
 - Notify the worker of an upcoming review date
 - Notify the worker when a client’s service eligibility changes
 - Notify the worker that certain eligibility information needs to be completed
 - Notify the worker of an upcoming court date
 - Notify the worker that payment approval over 5 days old
- Each alert will be displayed at a pre-set number of days prior to the due date as defined in the Code Table
- To limit the alerts that are viewed, a worker may indicate the alert type (C, P, R, W) or type in the ID of the Client, Provider, Report, or any Worker generated alerts

- An alert will remain until a required action is taken, then CAPS or the worker will delete it by typing a “D” on the select line
 - If the alert is not a deletable alert, the worker must select it with an “S”
 - The worker will be taken to the appropriate screen to take action on that alert
- To create an alert, the worker will enter an “A” in the select field, at the top of the screen, and all of the information needed pertaining to the type of alert that you are trying to create
- To DELETE an alert, enter a “D” at the appropriate line and press ENTER
 - You may delete alerts that you have created yourself and certain system generated alerts which have been defined as deletable

AKAD - Person Name AKA Detail

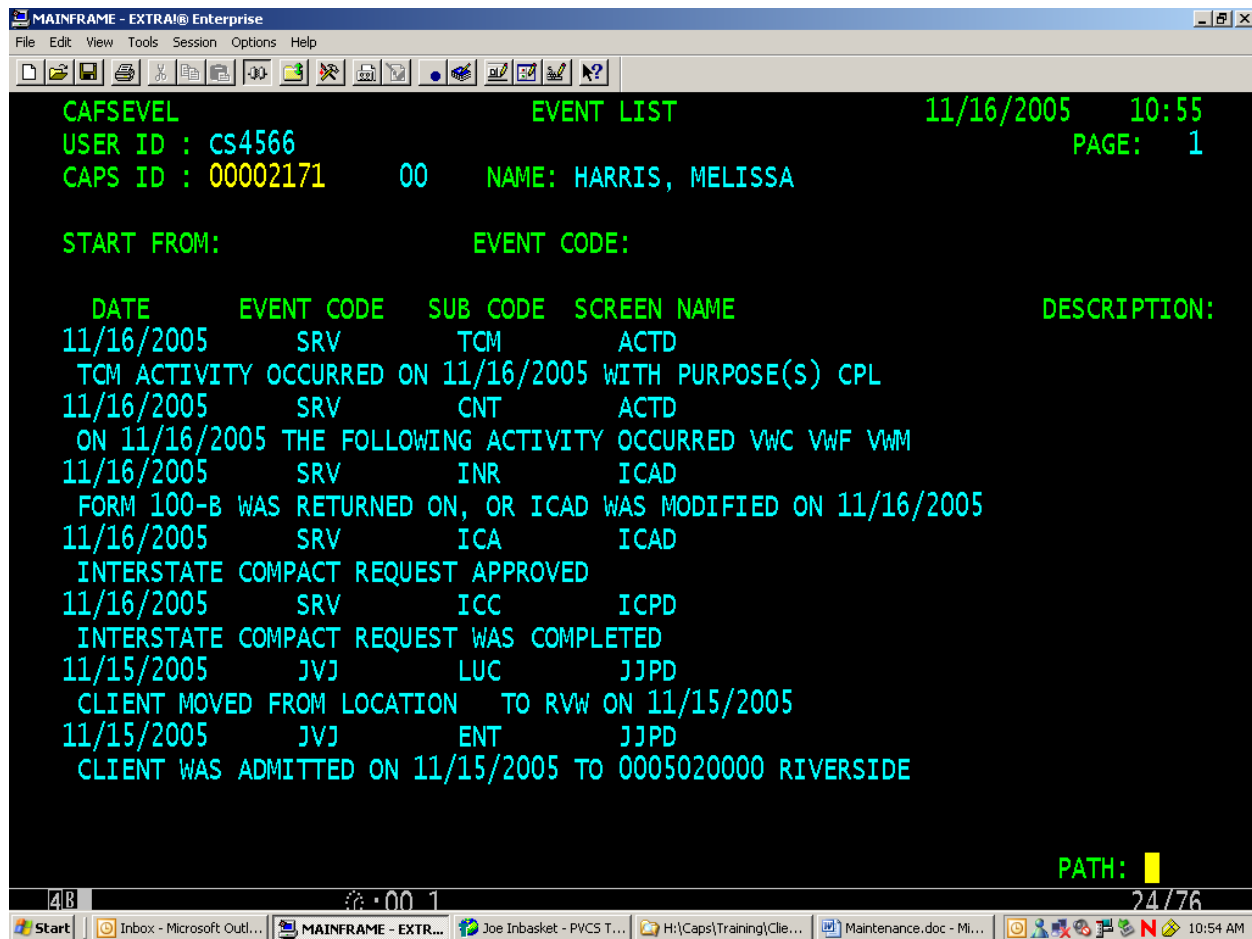
MAINFRAME - EXTRA! Enterprise

File Edit View Tools Session Options Help

CAFSKAD PERSON NAME AKA DETAIL 11/16/2005 10:52
USER ID : CS4566 MODIFY PAGE NO : 1
CAPS ID : 00002102 25 NAME : ABBOTT, JERRI
----- LAST ----- -- FIRST --- -- MIDDLE -- SUFX
DECLARED PERSON NAME : ABBOTT JERRI
MAIDEN NAME : REYNOLDS
LEGAL NAME :
OPTIONS - _ CHANGE DECLARED PERSON NAME(DPN) & MOVE OLD DPN TO AKA
_ CHANGE SPELLING OF LEGAL NAME
_ CHANGE LEGAL NAME & MOVE OLD LEGAL NAME TO AKA
TO SELECT, ENTER A=ADD, D=DELETE, M=MODIFY
SEL ----- LAST ----- -- FIRST --- -- MIDDLE -- SUFX MIND COMMENTS
_ COLBERT JERRI Y
_
_
_
_
PATH:
4B :00.1 24/76
Connected to host 161.7.90.3 (TCP00518) NUM 10:52 AM

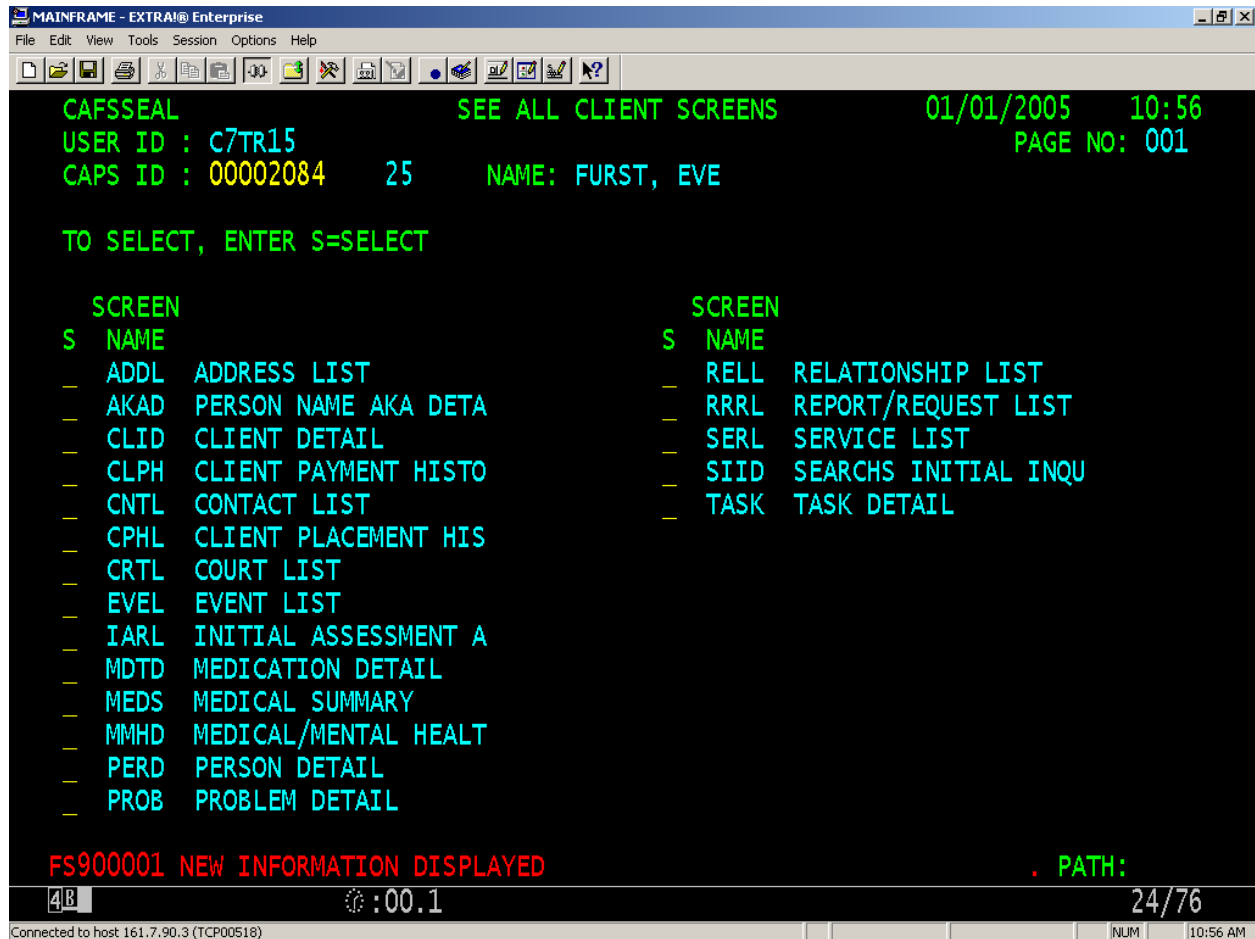
- Each person has a DECLARED PERSON NAME - the first one entered on CAPS
- Select which action you wish to perform from the OPTIONS list
- Additional AKA names can be added to the bottom of the screen
- Only the designated regional “AKA” supertask workers have the authority to DELETE or MODIFY an AKA name at the bottom of the screen
- Any name that is displayed on AKAD can be located through the PERS (Person Search) process
- CCUBS NAME will only be displayed for names that were selected by a CAPS licensing worker through the resolution process. They are additional names known to the CCUBS (Child Care Under the Big Sky) system

EVEL - Event List



- Display a list of events for a specific client
 - Events are initiated by various functions that occur in CAPS
- You may view all events or sort by event types, a starting date or both
 - For a specific time period, enter the START FROM date
 - For specific types of applications, enter up to 5 type codes in the EVENT CODE field
 - Enter both a start date and type(s) for a more specific list
- The screen is for inquiry only

SEAL - See All Client Screens



- This screen enables a worker to quickly view all the screens that have been filled out and updated on behalf of a client
- To access a particular screen, place an “S” on the select line - the system will then take you to that screen

USMD - User Maintenance Detail

```
CAFSUSMD          USER MAINTENANCE DETAIL          03/16/2010    10:28
USER ID : CS4566  MODIFY

      USER ID          : CS4566          START DATE: 01/01/1995
                                     TERMINATION DATE: 99/99/9999
      FIRST NAME       : MARY
      MIDDLE NAME      : CLARE
      LAST NAME        : REYNOLDS

      STAFF TYPE       : SMN  HELP DESK/CAPS STAFF
      SUPERTASKS       : N    DAY CARE ACCESS: N

      SUPERVISOR ID    : C84720  LAMKA, VERONICA
      SERVICE REGION   : 4  SOUTHWESTERN REGION
      RGN ACCESS       : N
      SERVICE COUNTIES : 025
      LOCATION         :

      TITLE            : NORTHROP GRUMMAN SYS TRAINER
      TELEPHONE        : (406) 443-8400  EXT:
      CONTACT COUNTY   : 025  LEWIS & CLARK
      EMAIL ADDRESS    : MARY.REYNOLDS@NGC.COM

SHIFT+F5=SATD                                           PATH:
```

- This screen can be accessed in order to view identifying worker information if all you have is that worker's USER ID
- With the cursor in the USER ID field, type in the C# of the worker. The following information will be displayed
 - Worker's name and staff type
 - Supervisor and Approval Task Indicator ("Y" or "N")
 - Worker's supervisor and service region/counties
 - Worker's Title
 - Worker's phone number and contact county
 - Worker's email address
- This screen is also used to identify start and termination dates for worker's on the system
- If there is a "Y" in the SUPERVISOR AND APPROVAL TASKS field, press SHIFT+F5
 - SATD (Supervisor/Approval Tasks Detail) screen will be displayed
 - You can view what approval tasks or "supertasks" this worker has in the system

USML - User Maintenance List

MAINFRAME - EXTRA! Enterprise

File Edit View Tools Session Options Help

CAFSUSML USER MAINTENANCE LIST 11/16/2005 10:59

USER ID : C84566 PAGE NO: 2

REGION : COUNTY :
STAFF TYPE : STARTING LAST NAME :
DISPLAY THE WORKER HISTORY FOR USER-ID :
TO SELECT, ENTER I=INQUIRE, M=MODIFY OR D=DELETE

SEL	USERID	NAME	STAFF TYPE	RGN	COUNTY	PHONE
—	C7TR40	FORTY, TRAINEE	CWA COUNTY OFFIC	4	025 LEWIS & CL	
—	C7TR41	FORTYONE, TRAINEE	CWA COUNTY OFFIC	4	025 LEWIS & CL	
—	C7TR42	FORTYTWO, TRAINEE	CWA COUNTY OFFIC	4	025 LEWIS & CL	
—	C7TR14	FOURTEEN, TRAINER	CWA COUNTY OFFIC	4	025 LEWIS & CL	
—	C84142	HOLLING, PAULA	CRS FAMILY RESOU	4	025 LEWIS & CL	442-6550
—	C86100	KOENIG, KELLY	CAA REGIONAL ADM	4	025 LEWIS & CL	
—	C7TR19	NINETEEN, TRAINEE	CWA COUNTY OFFIC	4	025 LEWIS & CL	
—	CS4566	REYNOLDS, MARY	CDB DEPARTMENT O	8	095 DOC PAROLE	
—	C7TR17	SEVENTEEN, TRAINEE	CWA COUNTY OFFIC	4	025 LEWIS & CL	
—	C7TR16	SIXTEEN, TRAINEE	CWA COUNTY OFFIC	4	025 LEWIS & CL	
—	C7TR13	THIRTEEN, TRAINER	CWA COUNTY OFFIC	4	025 LEWIS & CL	
—	C7TR30	THIRTY, TRAINEE	CWA COUNTY OFFIC	4	025 LEWIS & CL	
—	C7TR38	THIRTYEIGHT, TRAINEE	CWA COUNTY OFFIC	4	025 LEWIS & CL	
—	C7TR35	THIRTYFIVE, TRAINEE	CWA COUNTY OFFIC	4	025 LEWIS & CL	

PATH:

4B :00.1 24/76

Connected to host 161.7.90.3 (TCP00518) NUM 10:58 AM

- This screen can be accessed in order to view identifying worker information
- You can search for a worker by
 - Region
 - County
 - Staff type
 - Worker's last name
 - Worker's USER ID
- You have the ability to INQUIRE only on this information. Placing an "I" on the SELECT line next to the worker's USER ID will take you to USMD (User Maintenance Detail) and will display additional worker information

MIPD – Minors in Possession Detail

MAINFRAME - EXTRA!® Enterprise

File Edit View Tools Session Options Help

CAFSMIPD MINORS IN POSSESSION DETAIL 11/16/2005 11:01
USER ID : C84566 MODIFY PAGE NO: 1
CAPS ID : 00002084 25 NAME: FURST, EVE

LAST NAME: FURST FIRST: EVE MIDDLE:
-----ADDRESS-----
LINE 1 : 1010 FRANK ST BIRTHDATE: 09/17/1991 AGE: 14
LINE 2 : SEX : F HEIGHT: 5 3 WEIGHT: 115
CITY : HELENA HAIR: BRN BROWN
STATE : MT ZIP CODE : 59601 - EYES: HZL HAZEL
COUNTY : 25 LEWIS & CLARK

TO SELECT ENTER A=ADD, D=DELETE, M=MODIFY TOTAL MIP CITATIONS ON RECORD: 1

CITN	CITATION	TICKET	DATE	COURT YTH	SENT	AGE AT	
SEL CNTY	DATE	ISSUED BY	OFN	CONVICTED	APPEARED	CD	CITN
25	11/02/2005	CPOLICE	MIP1	11/16/2005	CHELENA	GU1	14
NOTES:							
NOTES:							
NOTES:							

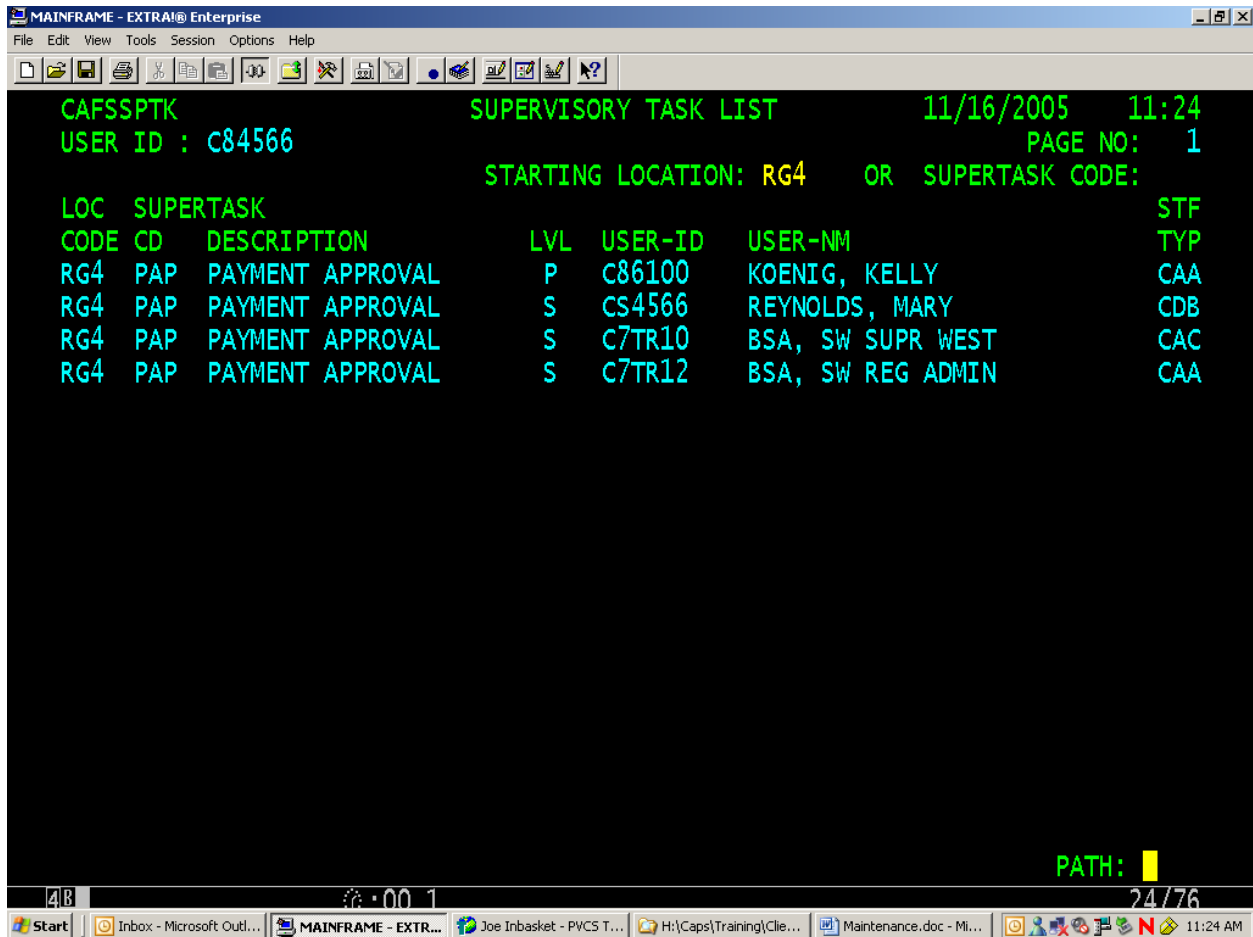
PATH:

4B :00.1 24/76

Connected to host 161.7.90.3 (TCP00518) NUM 11:01 AM

- This screen displays all MIP citations where the youth was convicted.
- If an MIP detail is entered for an individual that is assigned to a worker as a client or as an open juvenile on a probation referral, the worker will receive an alert notifying them of the new information
 - CO2003 = MIP Citation Issued on “DATE” for CAPS ID “ID#”
- Information on this screen is entered by Chemical Dependency/Court Staff workers. The assigned worker will only be able to view the records on the list. No modify of the details will be allowed
- Once an MIP detail is updated on this screen, the system will create a “L” type (law enforcement) address type on the ADDL screen. These address types cannot be modified or deleted

SPTK - Supervisory Task List



- This screen displays all of the workers that have a particular “supertask” assigned to them
 - A supertask is a certain function in CAPS, and only those workers that hold that designated supertask have the ability to perform that task. For example, “payment release” or “report review committee”
- Workers can search for supertasks by entering a STARTING LOCATION
 - For example, if a worker wanted to identify the supertask workers in county 25, they can enter 025 in the location field and the system would list all of the supertask workers for county 25
- Workers can search for supertasks by entering a SUPERTASK CODE
 - For example, if a worker wanted to identify the primary AKA supertask for their region, they can enter ‘AKA’ in the code field and the system would list all of the AKA supertask workers